



North Carolina Department of Health and Human Services
Division of Medical Assistance

ICFIDD

Formerly: Intermediate Care Facility
Mental Retardation

Cost Reporting System

2016

Provider User Manual

2016Version

Program Design, Development, and Documentation by:

N.C. Department of Health and Human Services
Division of Information Resource Management
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Section 1: Introduction

The Cost Reporting System

The **Intermediate Care Facility/Mental Retardation Cost Reporting System** will allow you to input the financial information required by the Division of Medical Assistance, create the cost report for review, and transfer that information to the Audit and Financial Operations Sections of the Division of Medical Assistance. The software will run on an IBM compatible personal computer. Although it can be installed in a multi-user network environment, specific procedures do not provide simultaneous access by more than one user at a time. Therefore, it should be treated as a stand-alone application rather than networked. Refer to **Section 2: System Requirements** for a specific list of hardware requirements for this software.

The User Manual

This user manual contains important information concerning the operation of the **Cost Reporting System**. Prior to using the software, please read this document in its entirety.

Filing the Cost Report

After you have completed all required inputs for the Cost Report, and verified the accuracy of the printed Cost Report, complete and sign the Certification Form following the instructions in **Section 10: Create/Print Certification Form**. Next, complete the Internal Control Questionnaire following the instructions given in **Section 11: Create/Print Internal Control Questionnaire**. After the above requirements have been accomplished, prepare 3½" diskettes or CD containing the cost report data files following the instructions found in **Section 9: Creating the Mail-In Diskette**. Send the diskettes and the Certification Form according to the following schedule:

Cost Report	Due Date	Send Via US Mail To	Alternate Shipping
Combined	Sep. 30, 2016	Desk Audit Section Division of Medical Assistance 2501 Mail Service Center Raleigh, NC 27699-2501	Audit Section Division of Medical Assistance 333 East Six Forks Rd, Suite 200 Raleigh, NC 27609
Individual Cost Reports (Supporting the Combined Cost Report)	Sep. 30, 2016	Financial Operations Rate Setting Section Division of Medical Assistance 2501 Mail Service Center Raleigh, NC 27699-2501	Rate Setting Section Financial Operations Division of Medical Assistance 333 East Six Forks Rd, Suite 200 Raleigh, NC 27609

If you have any questions regarding the requirements or completion of the **Intermediate Care Facility/Mental Retardation Cost Report**, please call the Audit Section of the Division of Medical Assistance at:

(919) 814-0030

You may also receive important information and answers to some Frequently Asked Questions by visiting the Audit Section Web Site at:

<http://www.ncdhhs.gov/dma/cost/icfmrltc.htm>

You can also find answers to many questions relative to the reimbursement by visiting the CMS Web Site at:

<http://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/Paper-Based-Manuals.html>

For questions regarding the operation and use of the **Cost Reporting System** software, please call a Division of Information Resource Management computing consultant at:

(919) 855-3200

Section 2: System Requirements

Software Requirements

IBM PC-DOS or Microsoft MS-DOS version 5 or higher

Hardware Requirements

- IBM-compatible personal computer
- 4 mb of Random Access Memory, (RAM)
- The CONFIG.SYS file (or CONFIG.NT file) should include a **FILES=50** statement and a **BUFFERS=50** statement. These are minimum settings and do not require reducing the numbers if already greater than 50. Remember to reboot your machine for changes to the CONFIG.SYS (or CONFIG.NT) file to take effect.
- Hard disk with 18 mb of free space for the software (additional free space requirements depend on the amount of data required for cost reports)
- Optional - 1.44 mb 3½" diskette drive
- Single-color (monochrome) or color monitor
- Printer capable of printing 132 characters per line compressed (16.66 or 17 characters per inch)

Recommendations

Installation should be treated as a stand-alone application rather than as a networked application.

Section 3: Installing the Software

The **Cost Reporting System** must be installed onto your hard disk before it can be used. If you received diskettes from DMA, follow the directions below for proper software installation. If you downloaded the program using the Internet, follow the installation procedures given on the Web site using the following URL -- <http://www.dhhs.state.nc.us/dma/cost/install.pdf>

STEP	ACTION
1	You may install this software by using Windows File Manager, Windows Explorer or a DOS prompt screen.
2	Insert the diskette labeled Cost Reporting System Installation Disk #1 into diskette drive A or B
3	Locate appropriate Drive A: or B: where the diskette was inserted.
4	Locate and double click the filename INSTALL.BAT or key INSTALL if using DOS and press the Enter key.
5	Follow the on-screen instructions to complete the installation, inserting the diskettes labeled Installation Disk #2, Installation Disk #3, and Installation Disk #4 into the diskette drive when prompted to do so.
6	When the installation is complete, remove the last diskette from the diskette drive and store the diskettes together in an appropriate location.

Section 4: Starting the Cost Reporting System

To start the **Cost Reporting System**:

1. Locate the drive where the program was installed using DOS or Windows and make it the active drive or working directory.
2. Change to the sub-directory where the program was installed by using your mouse or by keying:

CD \ICFMR15

3. Next, double click the file **COSTRPT.BAT** or key **COSTRPT** at the DOS prompt and press the **Enter** key. You may create a shortcut to this file for your desktop to make starting the program easier.

The system will display the System Menu, (Figure 1).

When starting the first time after installation, you will be asked to specify the type of printer you are using and the printer port it is attached to on your computer. Refer to **Choose Printer/Port** in **Section 13: Utilities** for the instructions to follow.

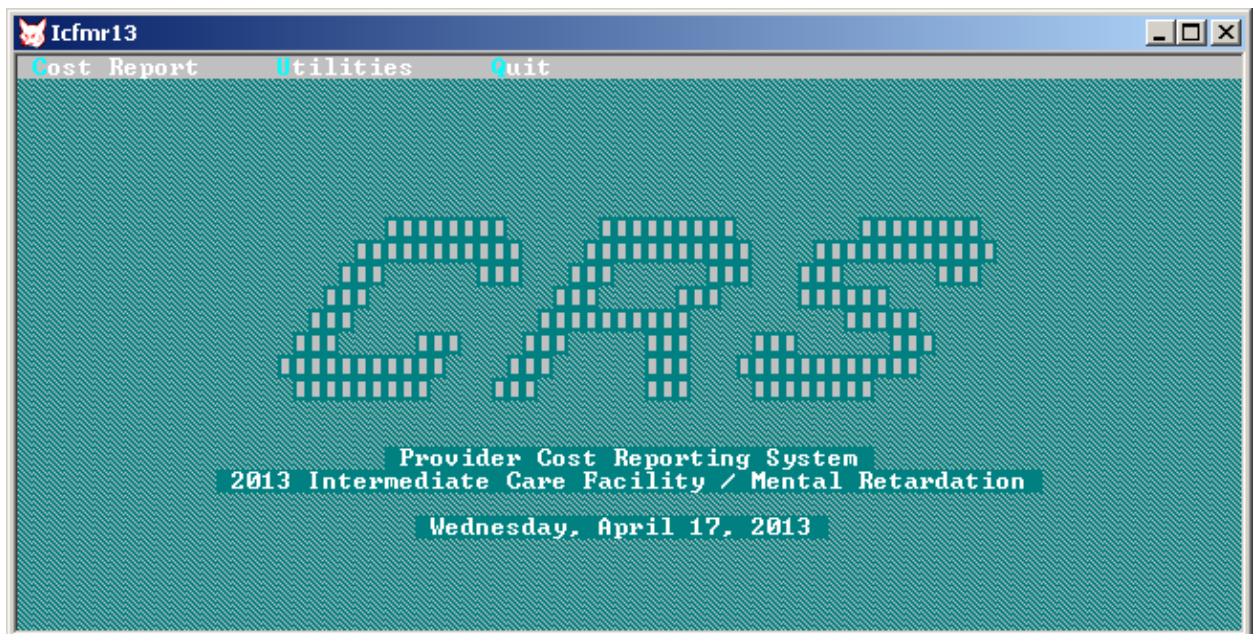


Figure 1. The Main Menu

To choose one of the displayed options, press the appropriate key combination found in the table below.

OPTION DISPLAYED	DESCRIPTION	PRESS
Cost Report	Input the financial information for the Cost Report, review and print the calculated Cost Report, combine multiple cost reports into one cost report, create and print the Certification Form, copy the data to diskette for transfer to DMA	Alt+C
Utilities	Manage Cost Report Templates, identify your printer and the port it is attached to on your computer, perform file maintenance, print blank cost report entry forms	Alt+U
Quit	Exits the Cost Reporting System	Alt+Q

Figure 2. Main Menu Options

When either the **Cost Report** or **Utilities** menu options is selected, the procedures available for the option will be displayed. If the **Quit** menu option is selected, the **Cost Reporting System** is exited without any further user action required.

Figure 3 shows the procedures available for the **Cost Report** menu item, and Figure 4 shows those available for the **Utilities** menu option.

OPTION DISPLAYED	DESCRIPTION	PRESS KEY
Add Cost Report	Add a new Cost Report	A
Change Cost Report	Change or review entries in an existing Cost Report	C
Automated Check List	Process Line-Item comparisons of certain items on the Checklist in Appendix A	L
Print Cost Report(s)	Print 1 or multiple Cost Reports	P
Combine Cost Reports...	Create and manage combined cost reports	M
Create Mail-In Diskette...	Copies the data keyed for the Cost Report to diskette for mailing to the Audit and Financial Operations Sections of the Division of Medical Assistance	D
Certification Form	Input information for the Certification Form and print it	F
Internal Control Questionnaire	Input information for the Internal Control Questionnaire and print it	I
Upload Audited Cost Report	For future use by DMA	U
Change Provider Number	Globally change the ICF number if originally keyed in error	N
About	Display information about the Cost Reporting System	B

Figure 3. Cost Report Menu Options

OPTION DISPLAYED	DESCRIPTION	PRESS KEY
Cost Report Templates	Enter information into cost report templates for copying into facility cost reports	T
Choose Printer	Select the printer you will be printing to and its port location on your computer.	C
Re-Index Data Files	Perform file maintenance to ensure file integrity.	R
Copy Data To Diskette	Copy data entered for a cost report to diskette for loading on another computer.	D
Copy Data From Diskette	Copy data entered for a cost report from another computer.	F
Print Blank Cost Report Forms	Print Blank Cost Report entry forms to use as worksheets for the data to be input into the Cost Reporting System .	P

Figure 4. Utilities Menu Options

Section 5: Entering Data For A Cost Report

Add Cost Report

To create a cost report, choose the **Add Cost Report** option from the **Cost Report** menu. The program will ask you to enter the Provider Number assigned by the Division of Medical Assistance, (Figure 5).

The screenshot shows a window titled 'Cost Report Utilities Quit'. Inside, a blue dialog box titled 'ENTER PROVIDER NUMBER' contains the following text: '[] Is this cost report for a terminated facility?'. Below this, it asks 'Enter the Provider Number for the New Cost Report:' with the value '34-6636' entered. Then it asks 'Enter Federal NPI Number <if available to provider>:' with the value '1000831102' entered. At the bottom of the dialog are two buttons: '< Ok >' and '< Cancel >'. Below the dialog box, the text '2006 Intermediate Care Facility / Mental Retardation' is displayed, followed by the date 'Thursday, June 8, 2006'.

Figure 5. Enter the Provider Number

Enter a new provider number that has not been previously entered on the system and choose the < **Ok** > push-button. If you have been assigned a new National Provider Identifier (NPI) number, please enter that number in addition to the N.C. Medicaid number. At this time, you should enter both the NPI number and the NC Medicaid provider number. Entry of both numbers is needed to help map the new national numbers to the previous numbers for tracking claims history.

If you already have other cost reports on your data files, or you have entered a cost report template, the program will ask if you want to copy information from one of these cost reports into the cost report being added, (Figure 6).

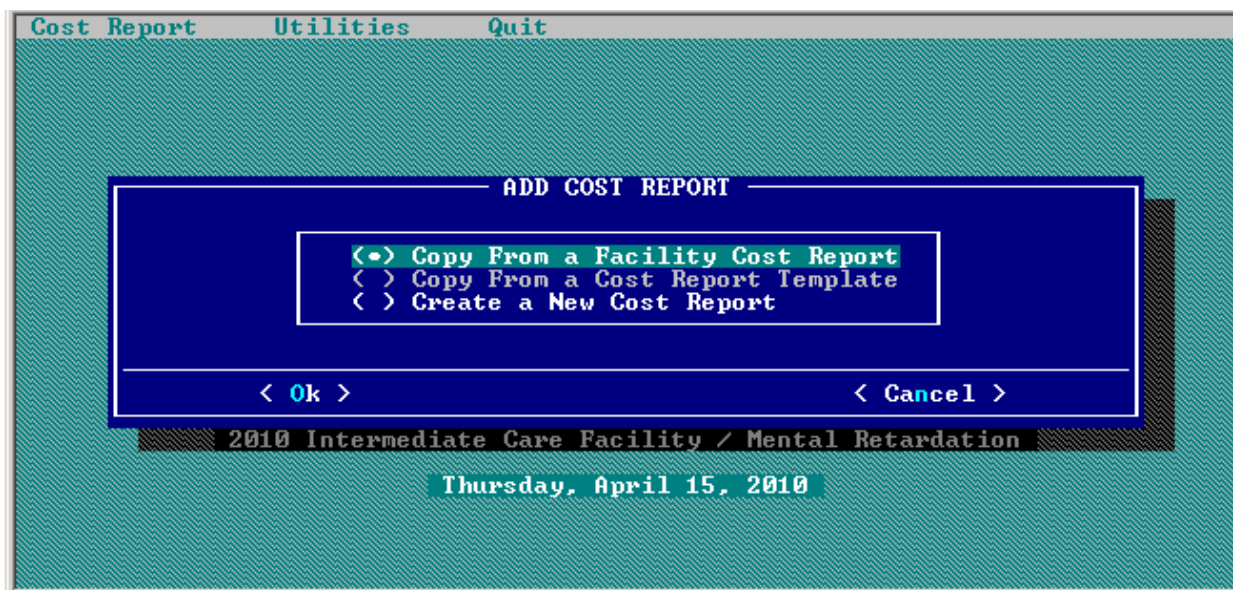


Figure 6. Copy Information for New Cost Report

If this is the first cost report being entered, and there are no cost report templates, the program will display the first of three **General Information** screens for you to enter identifying information for the provider. Once entry of these screens is complete, the cost report will be created, and the **Form Selection** screen will be displayed, (Figure 10). From this screen, choose the form to be completed.

Copying Cost Report Information

To copy information from an existing cost report or cost report template, press the **Tab** key to highlight your choice, then press the **Space Bar** to select it. Choose the **< Ok >** push-button to continue.

If you choose to copy information from a facility cost report, the program will display a list of existing facility cost reports, (Figure 7). From this list, choose the cost report that contains the information to be copied, then choose the **< Ok >** push-button.

If you choose to copy information from a cost report template, the program will display a list of existing cost report templates. From this list, choose the cost report that contains the information to be copied, then choose the **< Ok >** push-button.

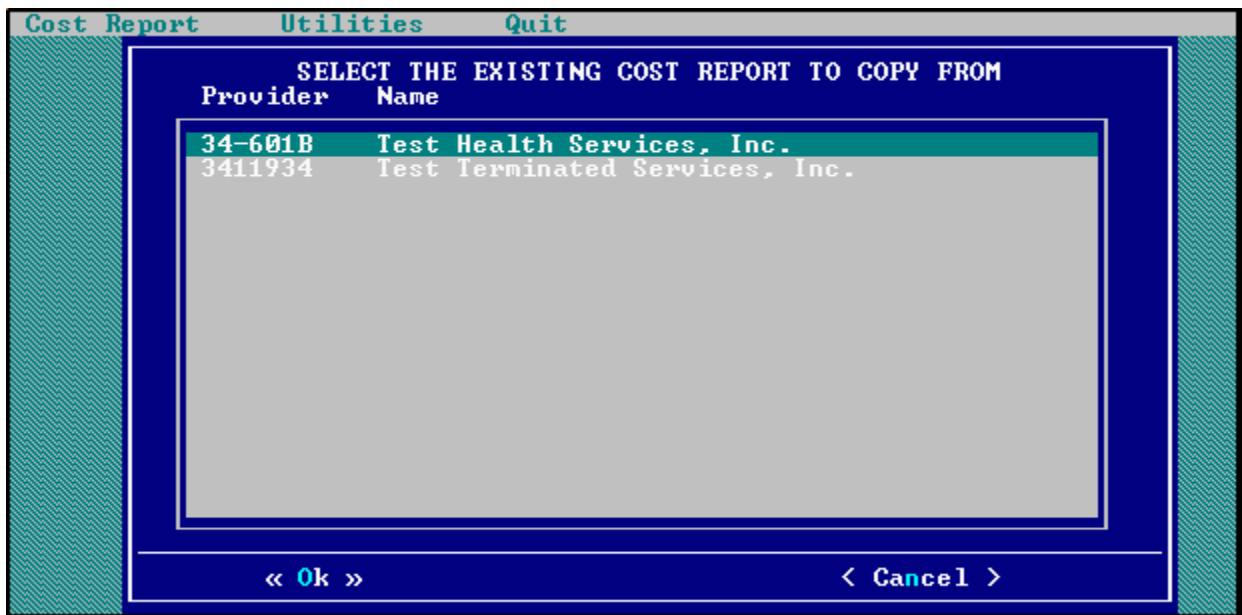


Figure 7. Select Cost Report to be Copied

The program will then determine the information contained in the selected cost report and display a list of forms/schedules, (Figure 8), allowing you to choose the specific cost report information to be copied. After making your selections, choose the < **Ok** > push-button to begin the copy process.

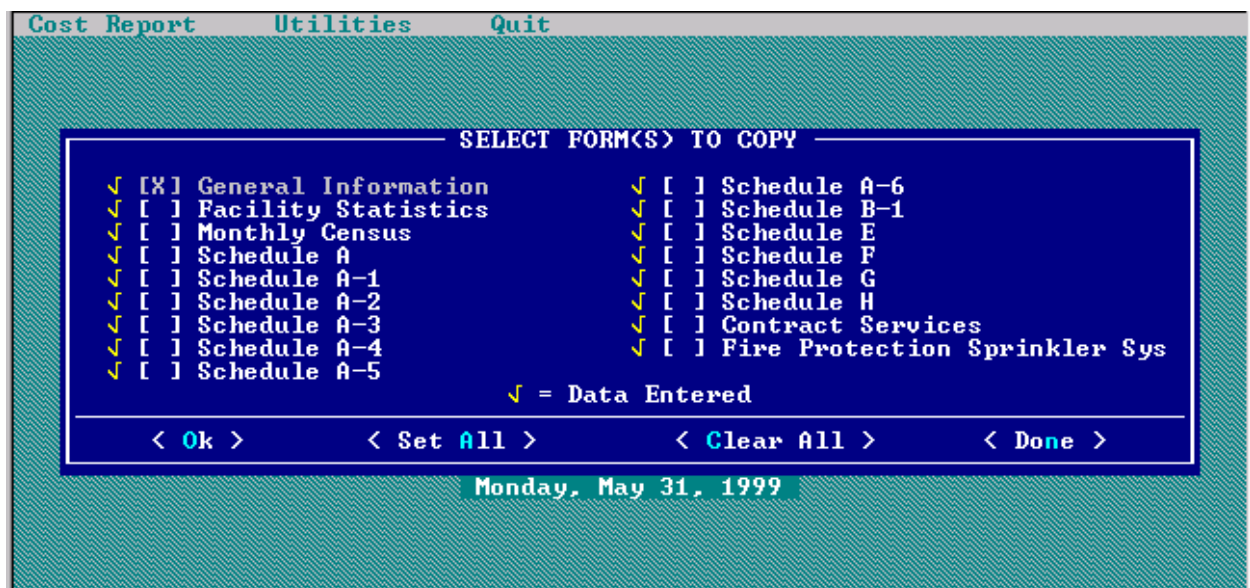


Figure 8. Select Forms to Copy

Change Cost Report

To change or review an existing cost report, choose the **Change Cost Report** option from the **Cost Report** menu. The program will display a list of cost reports previously created on the **Cost Report Selection** screen, (Figure 9).

Provider	S C T	Name	Type	Date
34-6304	C	Pitt County Group Homes, Inc.	AF	06/04/2006
34-6304	G	Pitt County Group Home #1	AF	06/04/2006
34-6530	G	Pitt County Group Home #2	AF	06/04/2006
3416541	G	Pitt County Group Home #3	AF	06/04/2006
1002234566		Victory for the Elderly Group Home	AF	06/07/2006

< List Included Cost Reports >

< View > < Remove > < Calculate > < Print > < Cancel >

Figure 9. Cost Report Selection Screen

Cost Report Selection Screen

This screen displays a list of those cost reports currently available. To select a cost report, press the **Up** or **Down** arrow keys to highlight the desired provider's name. Choose the appropriate push button located at the bottom of the screen for the action desired:

- < **Edit** > to review or change entries for the highlighted cost report
- < **Remove** > to remove the highlighted cost report
- < **Calculate** > to force the recalculation of the highlighted cost report
- < **Print** > to display or print the highlighted cost report
- < **List Included Cost Reports** > to display a list of individual cost reports included in the highlighted combined cost report (only available when combined cost reports are highlighted)

Choose the < Cancel > push button to return to the **Cost Reporting System Menu**.

After selecting the provider cost report to be used, the program will display a list of the forms available for entry on the **Form Selection** screen, (Figure 10).

Form Selection Screen

The screenshot shows a window titled "Form Selection Screen" with a menu bar containing "Cost Report", "Utilities", and "Quit". The main area is a blue box titled "SELECT FORM TO EDIT" containing a list of forms. Each form is preceded by a checkmark in brackets. The forms are: General Information, Facility Statistics, Monthly Census, Schedule A, Schedule A-1, Schedule A-2, Schedule A-3, Schedule A-4, Schedule A-5, Schedule A-6, Schedule B-1, Schedule E, Schedule F, Schedule G, Schedule H, Contract Services, and Fire Protection Sprinkler Sys. The last item, "Fire Protection Sprinkler Sys", has an "X" in the brackets. Below the list are three buttons: "< Ok >", "✓ = Data Entered", and "< Done >". At the bottom of the blue box is the date "Monday, May 31, 1999". The window's status bar at the bottom shows "ARC/HDS #2 Group Home" on the left and "As Filed" on the right.

SELECT FORM TO EDIT	
✓ []	General Information
✓ []	Facility Statistics
✓ []	Monthly Census
✓ []	Schedule A
✓ []	Schedule A-1
✓ []	Schedule A-2
✓ []	Schedule A-3
✓ []	Schedule A-4
✓ []	Schedule A-5
✓ []	Schedule A-6
✓ []	Schedule B-1
✓ []	Schedule E
✓ []	Schedule F
✓ []	Schedule G
✓ []	Schedule H
✓ []	Contract Services
✓ [X]	Fire Protection Sprinkler Sys

< Ok > ✓ = Data Entered < Done >

Monday, May 31, 1999

ARC/HDS #2 Group Home As Filed

Figure 10. Form Selection Screen

All forms required for the cost report are listed on this screen. If entries have been made for the form, or data was transferred from another form on the cost report, a check mark will appear to the left of the form's name.

To select a form for review or entry, press the **Tab** key to highlight the desired form and press the **Space Bar** to place an X between the brackets to the left of the form's name. Then choose the < **Ok** > push-button. If using a mouse, move the mouse cursor over the desired form and press the **Left Mouse Button**. Then choose the < **Ok** > push-button.

Data Entry Screens

There are numerous screens for data entry in the **Cost Reporting System**. Depending on the number of entry fields required to complete a form, there can be from 1 to 18 entry screens.

When there are 3 or more screens required for a form, the bottom of the screen will show the number of the current screen and the total number of screens in the set, (**1 of 3**, **2 of 3**, **3 of 3**, etc.). Press the **Page Down** and **Page Up** keys to display the other screens in the set. For forms that require 5 or more entry screens, quick access to specific screens in the set can be accessed by choosing the **< Go To >** push-button. When chosen, the system will display a list of the entry screens in the current set. Move the highlight to the screen desired by pressing the **Up** and **Down** arrow keys and press the **Enter** key to display it.

When all entries have been made for a form, choose the **< Save >** push-button at the bottom of the screen to save the entries. To exit the screen at any time without saving the entries made, choose the **< Cancel >** push button.

Columnar Entry Screens

Some of the forms/schedules in the **Cost Reporting System** are columnar in appearance. When these forms/schedules are selected for data entry, the program will ask if you want to enter the information in column format or by line, (Figure 11). Choose the entry layout that best suits the format of your source information.

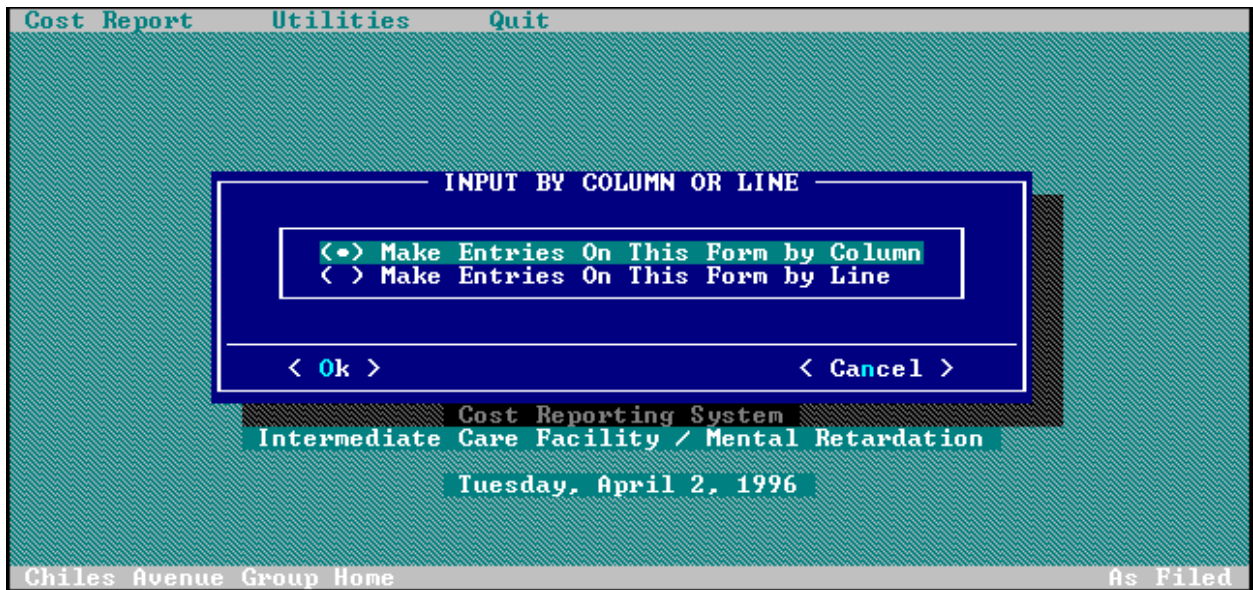


Figure 11. Input by Column or Line

The results of your choice will cause the program to react differently depending on the form being entered. If all entry fields for the form/schedule will fit on one screen, (as is the case with the Monthly Census entry screen), the sequence of the entry fields on the screen will be changed as follows:

By Column From the first entry in the first column, to the last entry in the column before moving to the next column. You can press the **F6** function key to move one column to the right, and the **F5** function key to move one column to the left.

For example, when entering data for the Monthly Census Summary by column, you can move to the entry in the 3rd column by pressing the **F6** key twice when the current entry field is in the 1st column, rather than pressing the **Tab** key to move through all of the entry fields between the current entry field and the one you wish to enter. Then, pressing the **F5** function key twice will return you to the 1st column.

By Line From the first entry in the first line to the last entry on the line before moving to the next line

If the entry fields for the form/schedule will not all fit on the same screen, the program will display a list of column or line descriptions for you to select for entry, (Figure 12), then display the corresponding entries for the selected column or line, (Figure 13).

Cost Report Utilities Quit

SCHEDULE B-1 - COST ALLOCATION - STATISTICAL BASES

- 2. Property Ownership and Use (ICF/MR)
- 3. Property Ownership and Use (Day Care Program)
- 4. OMP/Hskp. ICF/MR - Labor
- 5. OMP/Hskp. Day Care Program - Labor
- 6. OMP/Hskp. ICF/MR - Non-Labor
- 7. OMP/Hskp. Day Care Program - Non-Labor
- 8. Dietary
- 9. Nursing
- 10. Laundry and Linen
- 11. Social Services
- 12. Recreation Therapy
- 13. Direct Care
- 14. Day Care Program

<< Edit >> F9: By Line < Done >

SKILL CREATIONS, INC. - DUPLIN As Filed

Figure 12. Line Selection for Entry by Column

Cost Report Utilities Quit

SCHEDULE B-1 - COST ALLOCATION - STATISTICAL BASES

Column 8. Dietary

2. PHYSICAL THERAPY.....	0
3. OCCUPATIONAL THERAPY.....	0
4. SPEECH THERAPY.....	0
5. OTHER ANCILLARY.....	0
6. DAY CARE PROGRAM.....	0
7. ICF/MR.....	1600
8. LEGEND DRUGS.....	0
9. DENTAL.....	0
10. BARBER AND BEAUTY SHOP.....	0
11. UENDING.....	0
12. AMBULANCE SERVICE.....	0
13. PHYSICIAN FEES.....	0
14. PATIENT PERSONAL ITEMS.....	0
15. OTHER.....	0
TOTAL	1,600

< Save > < Cancel >

SKILL CREATIONS, INC. - DUPLIN As Filed

Figure 13. Columnar Entry for the Line Selected

Push Buttons

At the bottom of all screens are push buttons that allow you to control the action to be taken by the program. These include the **< Ok >** and **< Cancel >** push buttons mentioned previously. You choose them by either of the following methods:

- Move the mouse cursor over the push button and press the **Left Mouse Button**

- Press the **Tab** key until the push button is highlighted, then press the **Enter** key
- Press the push button's highlighted character while holding the **Alt** key down

Note: When a form's entry requires multiple screens, pressing the **< Save >** push button does **not** cause the next screen to be displayed. It will simply save the information entered so far for the form. To display other screens in the set of screens for the form, press the **Page Down** or **Page Up** keys.

Data Entry Fields

There are five types of entry fields in the **Cost Reporting System**: Character, Numeric, Date, Check Boxes, and Selectable. Each of these field types accept input in differing ways.

To avoid difficulties during data entry, you should press the **Tab** key to move from one entry field to the next, rather than using the **Enter** key for this purpose. You will see the problem clearly when you are choosing from the Check Boxes described below.

Character Fields

Character fields are typically used to input data consisting of letters or a combination of letters, special characters, and numbers. In these fields, key whatever is necessary to describe the entry properly.

Numeric Fields

Numeric fields allow only numbers to be keyed into them. These entry fields are usually Zip Code and money amounts.

The Zip Code entry fields allow for the entry of 5-digit or 9-digit zip codes. When keying 9-digit zip codes, you do not have to key the dash separating the first 5 digits from the last 4, the program will insert the dash for you.

The money amount entry fields contain only whole numbers; no commas or decimal points are allowed. To ensure proper data entry, all money amount fields require you to confirm the entry by pressing the **Tab** or **Back Tab** keys. To clear a numeric entry field, press the **Ctrl+Y** key combination. (Hold the **Ctrl** key down when you press the **Y** key.)

On-Screen Calculator

When the current entry field is a money amount, you have access to a built-in calculator. It is accessed by pressing the **Alt+C** key combination, or by pressing the **Right Mouse Button**. To store the calculated amount in the current entry field, press the **Alt+C** key combination or the **Right Mouse Button**. To ignore the calculated amount and return to the data entry field, press the **Esc** key.

Date Fields

Date fields are keyed in the **MMDDYYYY** date format. The system will insert the necessary slashes.

Check Boxes and Radio Buttons

Check Boxes and Radio Buttons allow you to make choices from multiple responses possible. In most cases, you can only select one of the choices available, and when you do, any previous selection is removed. You will recognize Check Boxes by brackets [], and Radio Buttons by parentheses () to the left of their description. To select a response from Check Boxes and Radio Buttons do either of the following:

- Press the **Tab** or the **Down Arrow** key to highlight the desired response, then press the **Space Bar**.
- Move the mouse cursor over the proper response and press the **Left Mouse Button**.

This will place an **X** between the brackets, or a **•** between the parentheses signifying that response is the selected one. If you need to change your

selection, select the new response. The previous response will be cleared automatically.

Note: When selecting forms to be printed for a cost report, the system displays the list of forms with Check Boxes, and you are allowed to select as many as you desire to be printed.

Selectable Fields

In the **Cost Reporting System** the **Cost Centers** and **Line Numbers** from Schedule A are entries on other forms. When they are, the system allows you to key the line number for the cost center, or to select the cost center from a list. One example of this is Schedule A-1, (Figure 14).

Cost Report Utilities Quit

SCHEDULE A-1 - RECLASSIFICATIONS

Explanation: Modify Salaries Code: A

INCREASE		
Cost Center	Line No	Amount
Dietary	123	23000

DECREASE		
Cost Center	Line No	Amount
Op/Mnt & Hskp L	062	12000
Op/Mnt & Hskp L	060	11000

< Save > < Page Dn > < Cancel >

Chiles Avenue Group Home As Filed

Figure 14. Schedule A-1 - Reclassifications

When an entry is keyed in the **Line No** column, the system looks for that line number on Schedule A. If it finds it, the corresponding cost center is displayed to its left. If it is not found, you must press the **Alt+L** key combination to select the appropriate cost center from those available, (Figure 15).

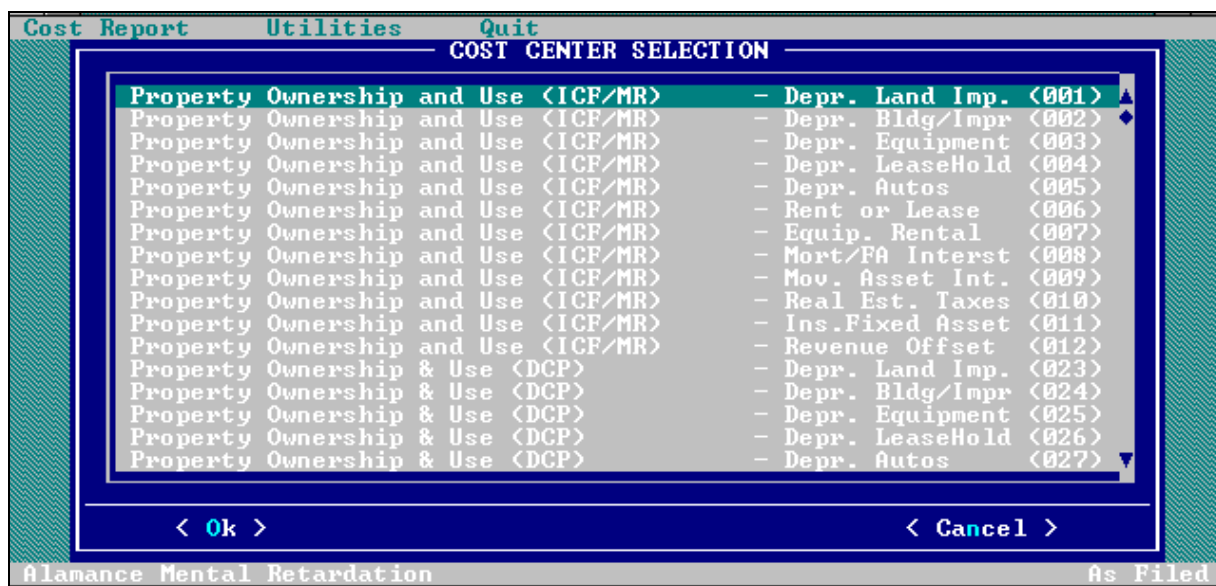


Figure 15. Cost Center Selection

Make your selection by pressing the **Up** or **Down** arrow key until the appropriate choice is highlighted. Then press the **Enter** key, or choose the **< Ok >** push-button.. The cost center will be displayed to the left of the line number on the Schedule A-1 data entry screen.

Multiple-Selection Lists

Normally, selection lists allow you to choose one entry from those entries listed. For example, if you want to make additional entries for an existing cost report, you choose that one cost report from a selection list.

However, when choosing cost reports to be printed, combined, or written to diskette for submission to the Division of Medical Assistance, the system displays a multiple-selection list, (Figure 16). This multiple-selection list allows you to select more than one cost report for the particular function.

Cost Report Utilities Quit			
SELECT THE COST REPORTS TO BE COMBINED			
✓ Provider	Name	Period	Date
✓ 34-6387	Hines Drive Group Home	Cert-Def	03/26/1996
✓ 34-6410	Chiles Avenue Group Home	Cert-Def	03/21/1996

< Ok > < Cancel >

Figure 16. Multiple-Selection List

To make choices from this list, move the highlight bar to the first cost report to be selected and press the **Space Bar** to mark it for selection. When you do, a check mark, (✓) will appear to the left of the Provider Number. (Pressing the **Space Bar** once a cost report has been selected will make that cost report *not* selected, and remove the check mark.) Then, move the highlight to the next cost report you wish to select and press the **Space Bar** again. Continue this process until all desired cost reports have been selected. When desired cost reports have been marked for selection, choose the < **Ok** > push-button to continue.

If using a mouse, position the mouse cursor over the cost report to be selected and press the **Left Mouse Button** to highlight the cost center. Then, press the **Right Mouse Button** to mark it for selection.

Getting Help

While using the **Cost Reporting System**, you can obtain help for the current process or entry form by pressing the **F1** function key. The program will display a window of information for you to review. Use the **Up** and **Down** arrow keys to scroll the information in the window. To remove the help window from the screen, press the **Esc** key. The program will return you to the current program screen.

Section 6: Automated CheckList

After entering the information necessary for the completion of the cost report, specific line items need to be checked for accuracy by comparing them to other line items on the cost report, (refer to the **Cost Report Checklist** in **Appendix A**).

Some of the items listed are calculated or transferred from the required form automatically, others are not. For items that are not, the **Cost Reporting System** will check them for you.

To have the system check these line items, choose the **Automated Checklist** option from the **Cost Report** menu. The system will respond by asking you to select the cost report to be checked from a list of those currently on file, (Figure 17).

Provider	C Name	Type	Date
34-6410	Chiles Avenue Group Home	AF	03/21/1996
34-6387	Hines Drive Group Home	AF	03/26/1996

Figure 17. Cost Report Selection for Automated Checklist

Once the cost report is selected, choose the **< Ok >** push-button to begin the process. If any of the comparisons are found to be out of compliance with the requirements, you will be given the choice of displaying the results on the screen or printing the results to your printer, (Figure 18).

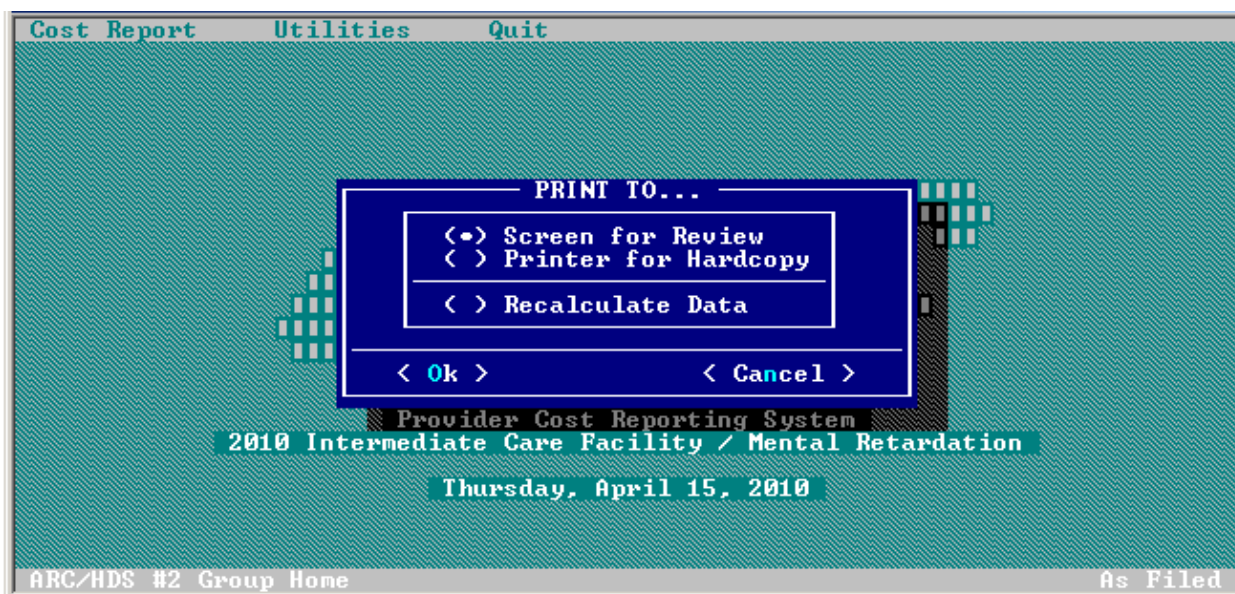


Figure 18. Display or Print Report Choice Screen

To display the results, select the **Screen for Review** option. To print the results, select the **Printer for Hardcopy** option. Choose the **< Ok >** push-button to continue.

Section 7: Combined Cost Reports

The **Cost Reporting System** provides the functions necessary to combine multiple provider cost reports into one cost report for submission to the Audit Section of the Division of Medical Assistance.

Warning 1 : Do **NOT** create a combined cost report until all of the individual cost reports have been completed and verified and the **Certification Form** has been completed and printed for the facility having the lowest provider number (or the controlling provider number as directed by DMA). Refer to **Section 10** for instructions.

Warning 2 : Do **NOT** create a combined cost report until all of the individual cost reports have been completed and verified and the **Internal Control Questionnaire** has been completed for the facility having the lowest provider number (or the controlling provider number as directed by DMA). Refer to **Section 11** for instructions.

Only after completing the requirements of **Warning 1** and **Warning 2**, choose the **Combine Cost Reports** option from the **Cost Report Menu**. The system will give you 4 options for managing the combined cost reports.

- **Create New Combined Cost Report**
- **Delete Combined Cost Report**
- **Add Cost Report to Combined Cost Report**
- **Remove Cost Report from Combined Cost Report**

Create New Combined Cost Report

To create a new combined cost report, choose this option. The system will display a list of cost reports that have not been previously combined, (Figure 19). Select each cost report to be combined by pressing the **Up** and **Down** arrow keys to highlight the provider name desired and press the **Space Bar** or the **Right Mouse Button**. The system will place a check mark next to the provider number. Continue this process until all of the cost reports to be combined have been selected. Then, choose the **< Ok >** push-button to begin the combining process. The combined cost report will be initiated and the user will be given the option to choose the controlling Provider Number for the combined report. Normally, this will be the lowest provider number of

all the cost reports selected unless there has been a change whereby the controlling facility had a provider number change, left the chain, or a new facility has been added with a lower provider number to the chain during the fiscal year. If you are not sure, contact the Audit Section at the phone number listed in Section 1, on page 2 of this manual.

Be aware, after a combined cost has been accomplished, the **Cost Report Selection** screen, (Section 5, Figure 9) will display combined cost reports with a **C** to the left of the provider name, signifying a combined cost report. Additionally, all other cost reports that are grouped together in this manner will have a **G** immediately to the left of the provider name signifying them as group members of a combined report that can **not** be edited without first removing them from the combined report.

Provider	Name	Period	Date
34-6387	Hines Drive Group Home	Cert-Def	03/26/1996
34-6410	Chiles Avenue Group Home	Cert-Def	03/21/1996

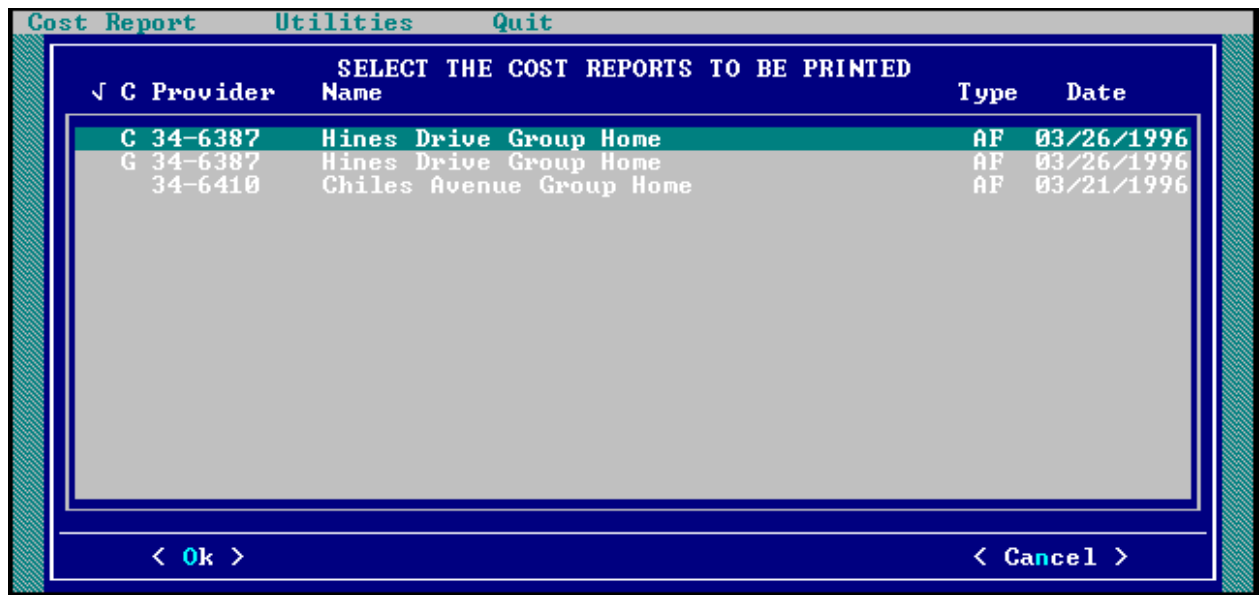
Figure 19. Selection Screen of Individual Cost Reports for Combining

Note: Regulations prohibit the combining of certified period cost reports using the general plan, certified cost reports using the deferral plan, and start-up period cost reports. The first cost report selected determines which cost reports are allowed in the current combined cost report, and will not allow them to be mixed.

Once a combined cost report is created, the system prohibits you from changing the data in the combined cost report and the cost reports that are included in the combined cost report. It is important that you verify the accuracy of the individual cost reports prior to including them in a combined cost report. If necessary, changes can be made to a cost report by using the **“Remove Cost Report from Combined Cost Report”** option explained later in this section.

Delete Combined Cost Report

If you need to delete an entire combined cost report from the system choose this option. The system will display a list of combined cost reports currently on file, (Figure 20). From this list, select the cost report to be deleted and choose the **< Ok >** push-button. The system will remove the combined cost report and then allow modifications to all of the individual cost reports that were included in it.



SELECT THE COST REPORTS TO BE PRINTED			
√ C Provider	Name	Type	Date
C 34-6387	Hines Drive Group Home	AF	03/26/1996
G 34-6387	Hines Drive Group Home	AF	03/26/1996
34-6410	Chiles Avenue Group Home	AF	03/21/1996

Figure 20. List of Combined Cost Reports

Add Cost Report to Combined Cost Report

To add an individual cost report to an existing combined cost report, choose this option. First, the system will display a list of existing combined cost reports, (Figure 20). From this list, select the combined cost report you wish

to change. Then, a list of individual cost reports that have not been previously included in a combined cost report will be displayed, (Figure 21). The cost reports listed will only be those with a reporting period of the combined cost report selected, Start-Up, Certified General Plan, or Certified Deferral Plan. If none are found, the program will display a message to let you know.

Select the individual cost report(s) to add. When you choose the **< Ok >** push-button, the selected individual cost report(s) will be added to the combined cost report. Modifications will not be allowed to the individual cost report(s) once included in the combined cost report.

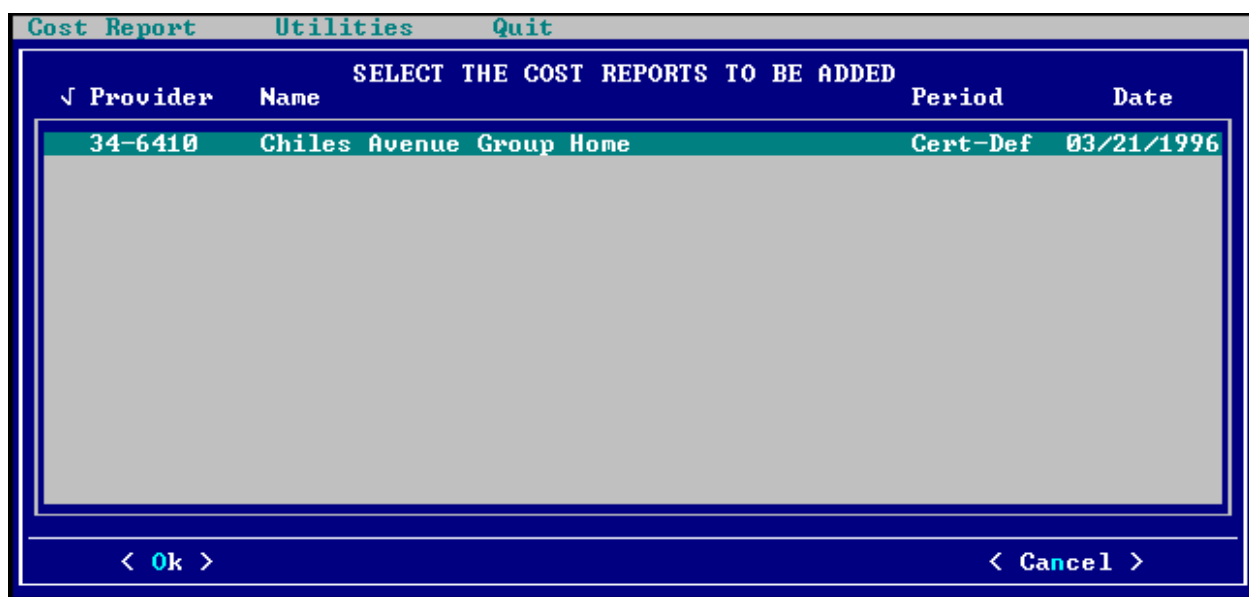


Figure 21. List of Cost Reports Not Included in Combined Report

Remove Cost Report From Combined Cost Report

As mentioned previously, you cannot change individual cost reports once they are included in a combined cost report. This option will allow you to remove an individual cost report from a combined cost report so that modifications can be made.

When you choose this option, the system will display a list of combined cost reports currently on file, (Figure 20). From this list, select the combined cost report you wish to remove the individual cost report from and choose the **< Ok >** push-button. Then, a list of individual cost reports included in the

selected combined cost report will be displayed, (Figure 22). From this list, select the individual cost report(s) to remove. When you choose the < **Ok** > push-button, the individual cost report(s) will be removed from the combined cost report. Modifications to the individual cost reports removed will then be allowed.

✓ Provider	Name	Period	Date
34-6410	Chiles Avenue Group Home	Cert-Def	03/21/1996

< **Ok** > < **Cancel** >

Figure 22. Cost Report Selection for Removal From Combined Cost Report

Section 8: Printing the Cost Report

Once the financial data has been entered, you can create a Cost Report for your review. There are two ways to create a cost report, depending on the following criteria.

If You Want To...	Do This...
Print Cost Reports for Multiple Providers - All Forms or Specific Forms	Choose the Print Cost Report(s) option from the Menu and select the providers
Print the Cost Report for an Individual Provider	<ul style="list-style-type: none">Choose the Print Cost Report(s) option from the Menu and select 1 providerChoose the < Print > push-button from the Cost Report Selection screen. Then choose Printer for Hardcopy from the Report To... screen.
Display The Cost Report Forms for Review	Choose the < Print > push-button from the Cost Report Selection screen. Then choose Screen for Review from the Report To... screen.

Print Cost Reports for Multiple Providers

If you are required to complete cost reports for multiple providers, you can print all or some of the cost reports at the same time. To do so, choose the **Print Cost Report(s)** option from the **Cost Report** menu. The system will display a list of cost reports currently on file, (Figure 23).

✓ C Provider	Name	Type	Date
C 34-6387	Hines Drive Group Home	AF	03/26/1996
G 34-6387	Hines Drive Group Home	AF	03/26/1996
34-6410	Chiles Avenue Group Home	AF	03/21/1996

Figure 23. Cost Report Selection for Printing

From this list, you can choose one or more cost reports to be printed. Simply move the highlight bar to the provider whose cost report is to be printed and press the **Space Bar** to mark it for printing. A check mark will appear to the left of the Provider Number. Repeat this process until all cost reports you wish to print have been checked, then choose the **< Ok >** push-button. The system will then ask you to select the forms to be printed for each of the cost reports, (Figure 24).

Figure 24. Form Selection for Printing

Selecting Forms to Print

To select the forms to print, move the highlight bar to the form you want to print and press the **Space Bar**. This will place an **X** inside the brackets to the left of the selected form.

If you want all printed, choose the **< Set All >** push-button. This will place an **X** to the left of all of the forms on the screen.

To clear all selected forms, choose the **< Clear All >** push-button. This will remove the **X** to the left of all of the forms on the screen. To clear a single selected form, move the highlight bar to the form you want to clear and press the **Space Bar**. This will remove the **X** to the left of the selected form.

Once you have identified the forms to be printed, you will be asked to specify certain printing options, (Figure 25). You may choose the paper size, whether to omit page numbers and the starting page number. This allows you to print a single page without having to reprint the entire cost report. You also have an option to **< Recalculate Data >** entered on the cost report. This option should be taken any time data is changed from a prior entry on any schedule to ensure the cost report is properly recalculated across all schedules. After this is completed, you may simply choose the **< Ok >** push-button to begin printing.

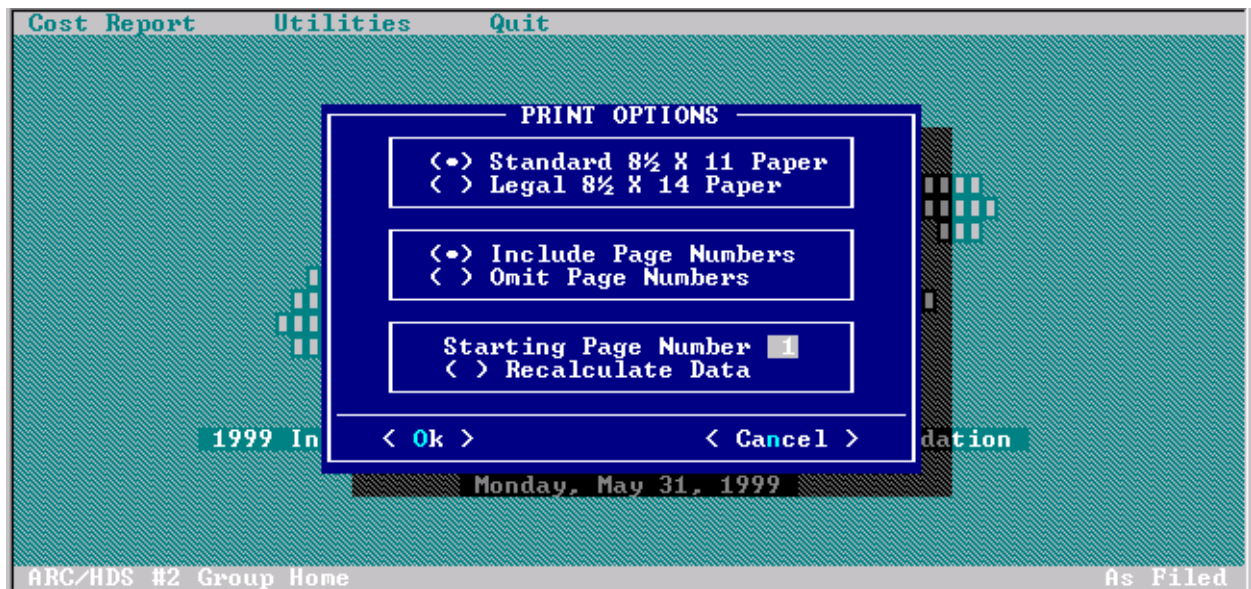


Figure 25. Print Options For Cost Report Printing

Printing a Single Cost Report

To print a single cost report, either a single combined cost report or a cost report for a specific provider, you can follow the procedures described above and select just the specific cost report to print from the providers listed. Or you can choose the **< Print >** push-button from the **Cost Report Selection** screen, (Figure 9).

The advantage of printing from the **Cost Report Selection** screen is that you can display a facsimile of the printed cost report forms individually on the screen and review them prior to printing the cost report on paper. The system will ask if you wish to view the forms on-screen or print them, (Figure 26).

Choose how you would like the report presented to you by pressing the **Tab**, **Down Arrow**, or **Up Arrow** key until the desired option is highlighted. Then, press the **Space Bar**. After selecting, choose the **< Ok >** push button.

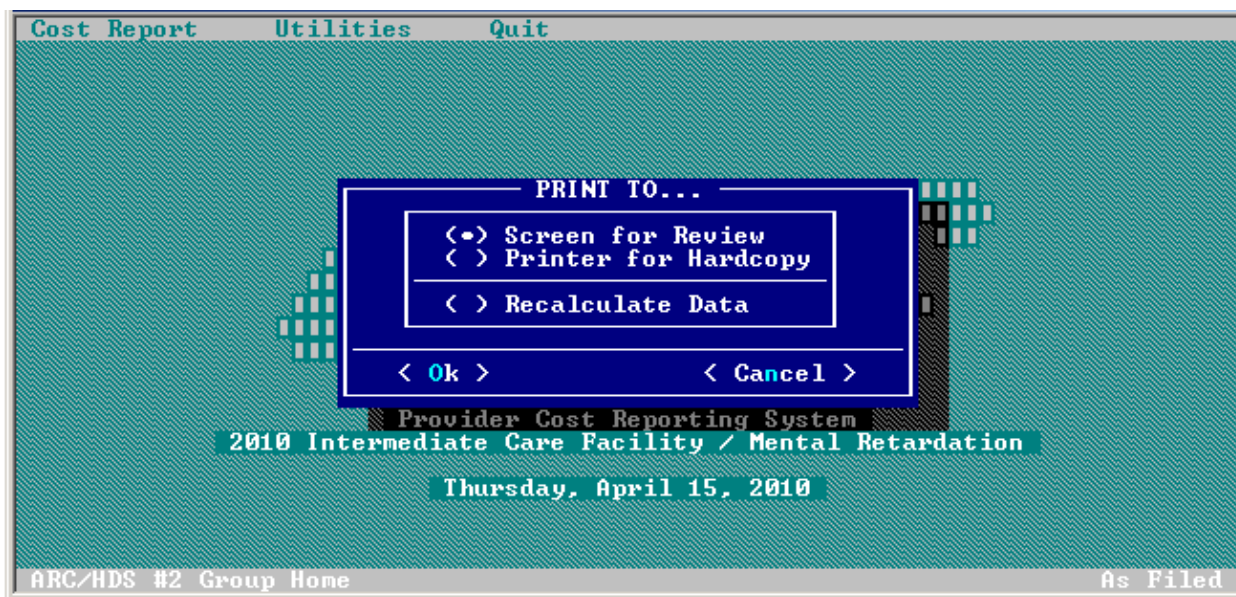


Figure 26. Print Cost Report Options

View On-Screen

You can display each form of the cost report by choosing this option. The program will display a list of forms available, (Figure 27). Select the individual form to view by pressing the **Up** or **Down** arrow key until the

desired form is highlighted, press the **Space Bar** to mark it, then choose the **< Ok >** push button to view it.

When viewing the form, press the **Up**, **Down**, **Left**, and **Right** arrow keys to see other sections of the report. When finished reviewing, press the **Esc** key.

Note: Those forms/schedules that appear dimmed and cannot be selected contain no data and cannot be viewed.

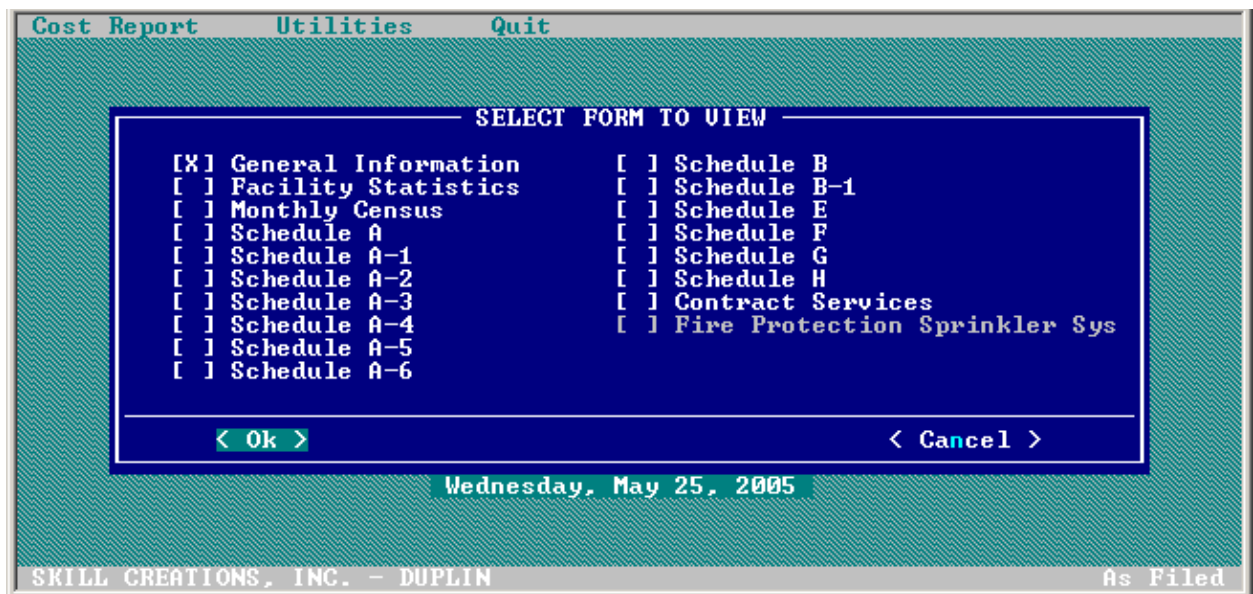


Figure 27. Select Form to View

Print Hardcopy

If you choose this option, the system will display a list of forms available and ask you to select the forms to print, (Figure 24). Once you have identified the forms to print, you will be asked to specify certain printing options, (Figure 25). Choose the **< Ok >** push-button to begin printing.

Section 9: Creating the Mail-In Diskette

When the cost report is completed and verified, and you are ready to submit it to the Division of Medical Assistance, choose the **Create Mail-In Diskette** option from the **Cost Report** menu. The Audit Section and the Financial Operations Section require different information and you must create a mail-in diskette or CD separately for each section. Therefore, the program will ask you to choose which section you are creating the mail-in diskette for.

- **Audit Section**
- **Financial Operations Section**

Although the listed cost reports available for selection may be different for each option, the procedures for creating the mail-in diskettes are the same.

Be sure to have blank, formatted 3½" diskettes available *before* choosing this option.

Selecting the Cost Reports

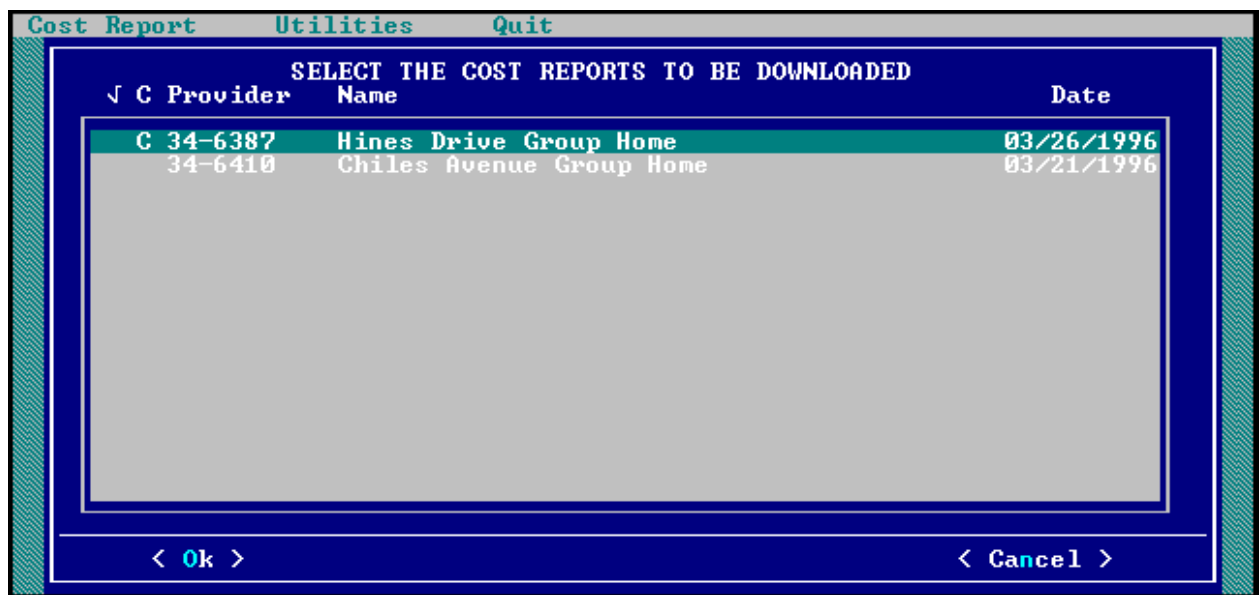


Figure 28. Cost Report Selection for Diskette Creation

After choosing the Division of Medical Assistance section you are creating the mail-in diskette for, the program will display a list of cost reports currently on file, (Figure 28), and let you select the cost reports to be included. To make your selection(s), press the **Up** and **Down** arrow keys to move the highlight to the desired cost report and press the **Space Bar**. This will place a check mark (✓) to the left of the provider number. Repeat this process to include more than one cost report on the diskette. When all cost reports have been checked, choose the **< Ok >** push-button.

Warning: If the certification statement on the **Internal Control Questionnaire** has not been checked (✓), the program will not let you create the mail-in diskette for the Audit Section. Refer to Section 11 for instructions.

Warning: If the **Certification Form** has not been printed, the program will not let you create the mail-in diskette for the Audit Section. You must print a hard copy first.

The program will then guide you through the steps required to copy the cost report information to the diskette. First, it will ask you to insert the diskette into your floppy drive or choose the “Default Directory” folder as shown in Figure 29 below. This gives the user the capability to create a file on a computer with or without a floppy drive. Follow instructions given on the screen. Pay careful attention to the sub-folder name shown on the screen so you can quickly locate the file and copy or move it to another location or e-mail it if necessary.



Figure 29. Insert Diskette and Select Drive

If the program detects that the **Certification Form** has not been completed and printed or the **Internal Control Questionnaire** has not been completed and the certification statement on the last page is not checked (✓), it will present a screen warning you of these requirements. See Figure 30 for example of an error message. You must complete these forms according to the instructions found in Section 10 and Section 11 of this manual.

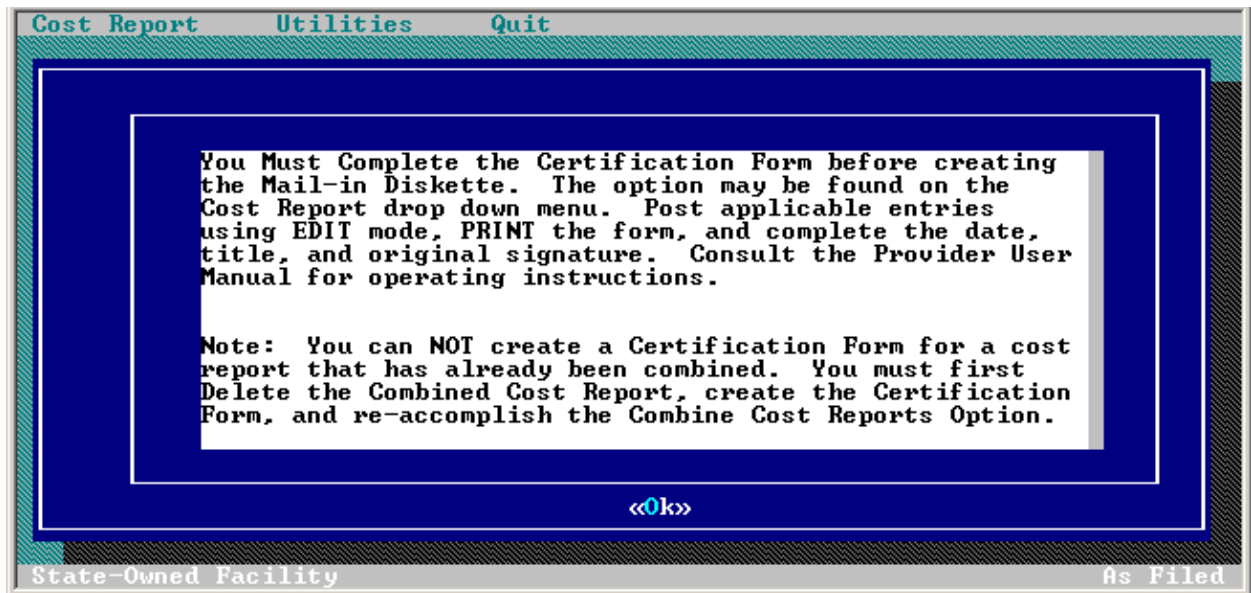


Figure 30. Incomplete Certification Form Message

After encountering an error message like the one shown, press the **Enter** key to clear the message and the program will return to the Cost Report main drop-down menu.

If all forms have been completed correctly and no error was detected, the program will display the Insert Diskette and Select Drive screen, (Figure 29), and begin copying the cost report information to the diskette. As it does, a message will be displayed telling you the information is being copied. When completed, the program will display a message requesting you remove the diskette and send it to the Division of Medical Assistance.

Remove the diskette and mail it according to the instructions in the paragraph **Filing the Cost Report** found in Section 1, on page 2. Remember, you must complete both the Audit Section diskette and the Financial Operations diskette. **Warning** --The **Copy Data to Diskette** option is **NOT** acceptable.

Section 10: Create / Print Certification Form

When submitting a cost report to the Division of Medical Assistance, a Certification Form must be completed for each individual cost report being filed or for the controlling facility provider number when a combined cost report is filed.

Warning 1 : The software will **NOT** allow a combined cost report to be completed until all of the individual cost reports have been completed and the **Certification Form** has been completed and printed for the facility having the lowest provider number (or the controlling provider number as directed by DMA).

Warning 2 : The software will **NOT** allow a combined cost report to be completed until all of the individual cost reports have been completed and the **Internal Control Questionnaire** has been completed for the facility having the lowest provider number (or the controlling provider number as directed by DMA).

This option is to be used to enter the information on the Certification Form and to print it. When you choose this option, the program will display a list of all cost reports found, (Figure 31). From this list, highlight the provider desired. Then, choose the < **Edit** > push-button to enter the information, or choose the < **Print** > push-button to print the form.

NOTE: If no Certification Form information has been entered for the provider selected, the < **Print** > push-button is not available.

Provider	Name	Type	Date
34-602P	C Skill Creations, Inc. - Duplin	AF	06/01/2000
34-6250	Skill Creations, Inc. - Coastal I & II	AF	06/01/2000
34-6347	Skill Creations, Inc. - Clinton	AF	06/01/2000

< Edit > < Print > < Print Blank > < Done >

Figure 31. Provider Selection for Certification Form

Create the Certification Form

Make sure all required schedules on the cost report have been completed before you choose the < **Edit** > push-button to create the Certification Form. Once this has been done, the program will display the first of three entry screens, (Figure 32). All questions on each screen should be answered as appropriate or you may enter N/A if not applicable. When finished, be sure to choose the < **Save** > push-button to save your changes for printing on the Certification Form.

Cost Report Utilities Quit

CERTIFICATION FORM

A. INFORMATION

1. If "Other" is checked as the Type of Control, General Information, item 3a2, 3b6, or 3c13, specify the type.

If amounts are entered on Schedule B-1, Line 14 of the cost report, specify the description for these amounts.

< Save > < Page Dn 1 of 2 > < Cancel >

Skill Creations, Inc. - Coastal I & II (Combined) As Filed

Figure 32. First Screen of Certification Form Entry

Print the Certification Form

As stated before, an original signed copy of the Certification Form must be mailed along with the diskette for each individual facility cost report as well as one for the controlling provider facility number for a combined cost report.

When you choose to print the Certification Form for the highlighted cost report, the program will ask if you wish to review the form on the screen or print a hardcopy, (Figure 33).

NOTE: If no data has been entered (or the entry was not saved) on the Certification Form for the provider selected, the < **Print** > push-button is not available as shown in Figure 31.

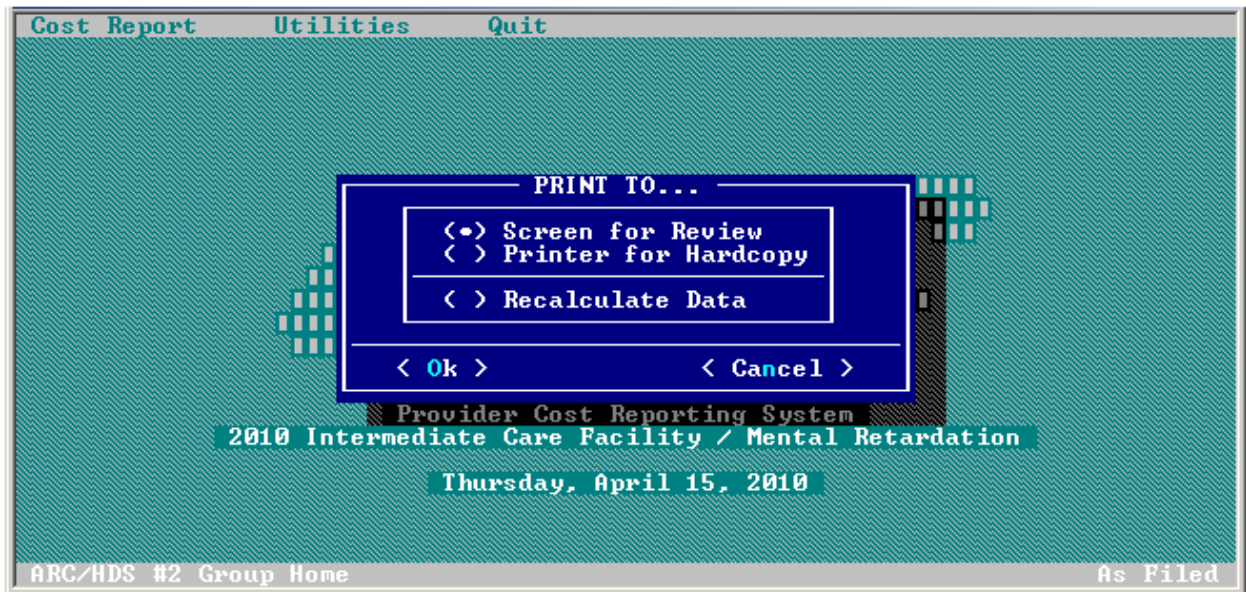


Figure 33. Display or Print the Certification Form

If you choose the Screen for Review option, the program will display it on the screen for you. Remember, an original signed copy of the Certification Form must be mailed along with the diskette for each individual facility cost report as well as one for the controlling provider facility number for a combined cost report.

When printing a hardcopy of the form, the program will ask you to choose between printing on 8½ X 11 or 8½ X 14 size paper, (Figure 34). When printing on 8½ X 14 size paper, the program will begin printing the form 3 inches from the top of the page, leaving room for binding with your copy of the cost report.

Print Blank Certification Form

To print a blank Certification Form, choose the < **Print Blank** > push-button. The program will print a Certification Form for you to complete manually.

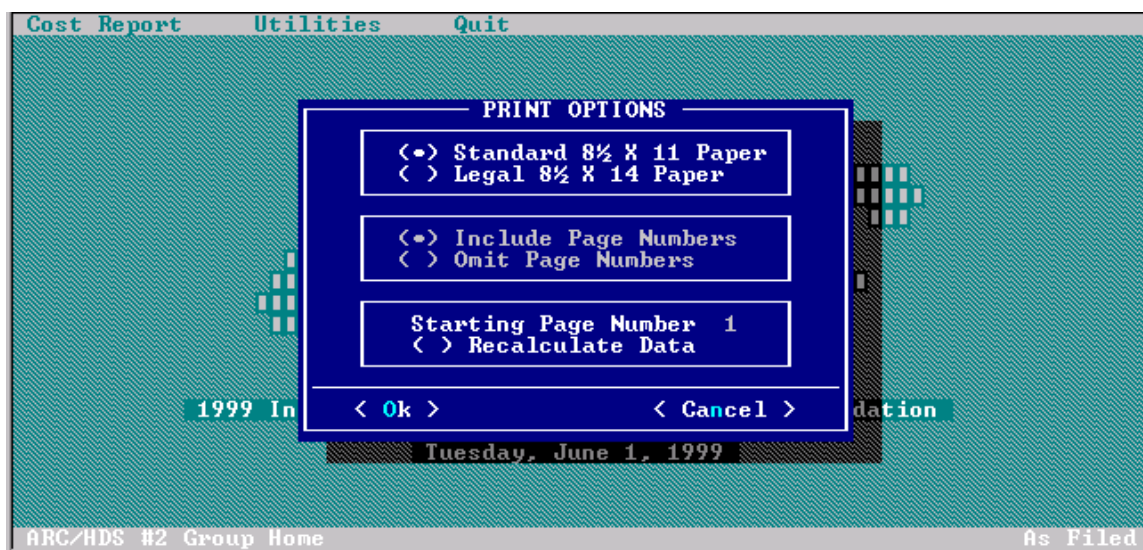


Figure 34. Print Options For Certification Form

Section 11: Create/Print Internal Control Questionnaire

When submitting a cost report to the Division of Medical Assistance, an Internal Control Questionnaire must be included. Complete this form after you have finished your cost report but before creating the mail-in diskette for the Audit Section. This option permits you to enter the information for the Internal Control Questionnaire and print it for your records if desired.

When you choose this option, the program will display a list of all cost reports found, (Figure 35). From this list, highlight the provider desired. Then, choose the < **Edit** > push-button to enter the information, or choose the < **Print** > push-button to print the form.

NOTE 1: If no Internal Control Questionnaire information has been entered for the provider selected, the < **Print** > push-button is not available.

NOTE 2: If the certification statement on the **Internal Control Questionnaire** has not been checked (✓), the program will not let you create the mail-in diskette for the Audit Section.

Provider	Name	Type	Date
34-602P	C Skill Creations, Inc. - Duplin	AF	06/01/2000
34-6250	Skill Creations, Inc. - Coastal I & II	AF	06/01/2000
34-6347	Skill Creations, Inc. - Clinton	AF	06/01/2000

Figure 35. Provider Selection for Internal Control Questionnaire

Create the Internal Control Questionnaire

If you choose to edit the Internal Control Questionnaire, the program will display the first of 26 entry screens, (Figures 36 & 37). Information previously entered for the selected provider will be displayed.

On each of these screens, enter or change the information. When finished, choose the < **Save** > push-button to save your changes for printing on the Internal Control Questionnaire.

Figure 36. First Screen of Internal Control Questionnaire

Figure 37. Typical Screen of Internal Control Questionnaire

All questions should be completed by checking either **Yes** or **No** on the form or entering an explanation in the **Remarks** column. After all questions have been answered, the user must certify to the accuracy of the form by completing the statement on the last screen. The form will not be considered complete unless this has been done, (Figure 38).

Cost Report Utilities Quit

INTERNAL CONTROL QUESTIONNAIRE

3. Is depreciation computed on the straight-line method? < > Yes < > No < Remarks >

4. Are useful lives assigned to fixed assets based on guidelines published by the American Hospital Association titled, "Estimated Useful Lives of Depreciable Hospital Assets"? < > Yes < > No < Remarks >

[] I hereby certify to the best of my knowledge and belief that the Internal Control Questionnaire has been completed truthfully and accurately in accordance with applicable instructions.

< Save > < Page Up > 25 of 25 < Page Dn > < Cancel >

ARC/HDS #2 Group Home As Filed

Figure 38. Certify Statement for Internal Control Questionnaire

Print the Internal Control Questionnaire

When you choose to print the Internal Control Questionnaire for the highlighted cost report, the program will ask if you wish to review the form on the screen or print a hardcopy, (Figure 39).

Cost Report Utilities Quit

PRINT TO...

< > Screen for Review
< > Printer for Hardcopy
< > Recalculate Data

< Ok > < Cancel >

Provider Cost Reporting System
2010 Intermediate Care Facility / Mental Retardation
Thursday, April 15, 2010

ARC/HDS #2 Group Home As Filed

Figure 39. Display or Print the Internal Control Questionnaire

If you choose to review the Internal Control Questionnaire, the program will display it on the screen.

When printing a hardcopy of the form, the program will ask you to choose between printing on 8½ X 11 or 8½ X 14 size paper, (Figure 40). When printing on 8½ X 14 size paper, the program will begin printing the form 3 inches from the top of the page, leaving room for binding with your copy of the cost report.

Print Blank Internal Control Questionnaire

To print a blank Internal Control Questionnaire, choose the < Print Blank > push-button. The program will print an Internal Control Questionnaire for your records. You need not send DMA a paper copy of this form if the questionnaire has been completed using the software.

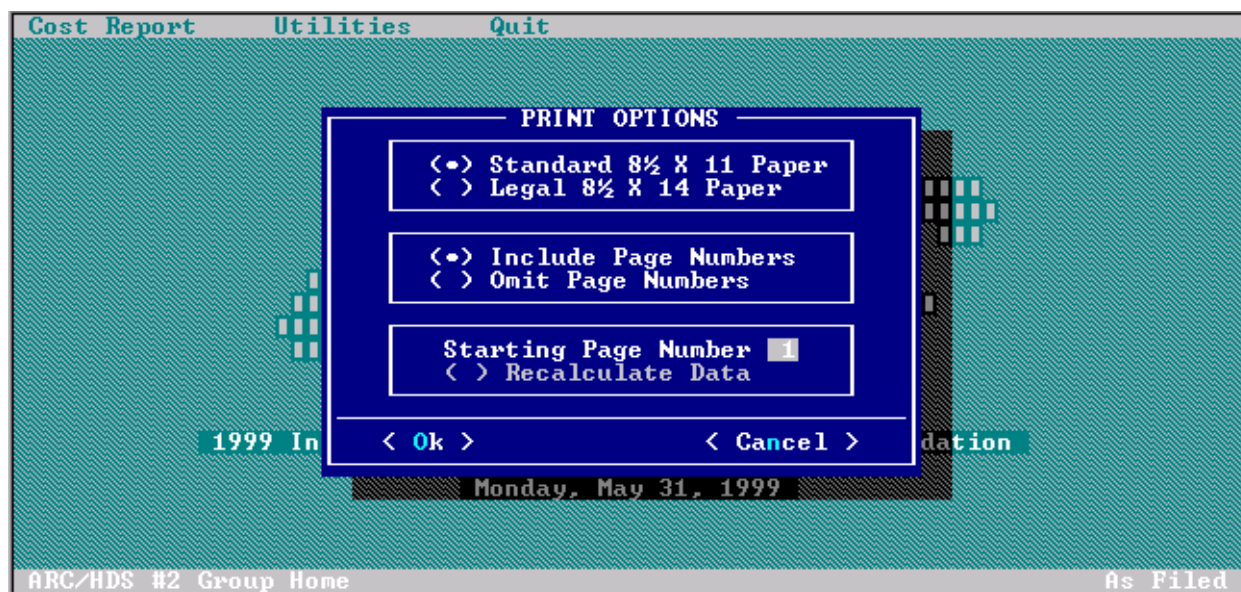


Figure 40. Print Options for Internal Control Questionnaire

Section 12: Change Provider Number

This options allows you to change the Provider Number that was originally keyed in the **General Information** screen. Editing the general information will not allow you to perform this function, therefore, you must use this option if you want to change the Provider Number. Change the Provider Number by selecting the **Change Provider Number** option from the **Cost Report** menu. The **Select Provider Number to Change** screen, (Figure 41), will display the Provider Number and Provider Name for all cost reports on file.

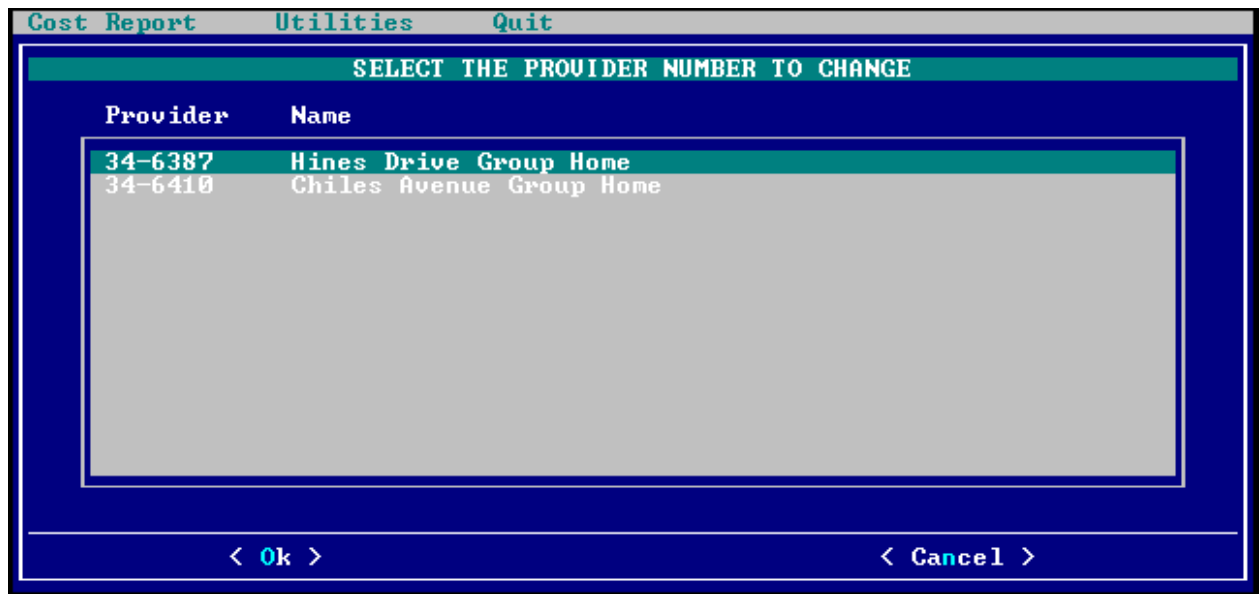


Figure 41. Select The Provider Number to Change

Choose the Provider Number you want to change by using the **Down** or **Up** arrow key until the desired provider is highlighted. Choose the **< Ok >** push button. You will then be prompted to key the new Provider Number, (Figure 42).

Cost Report Utilities Quit

CHANGE PROVIDER NUMBER

Provider Number(s) Selected to be changed
NPI Number: 1002234566
INC Number:

Enter the NEW INC Provider Number: 34-6636
Enter the NEW NPI Provider Number: 1002234566

< Ok > < Cancel >

Thursday, June 8, 2006

Figure 42. Enter New Provider Number

Key in the new INC and NPI Provider Number(s). The number(s) must not be the same number keyed for any other cost report on file. After keying the new Provider Number(s), choose the < **Ok** > push button and the program will change the Provider Number(s) on all data files in the **Cost Reporting System**. If you are making a correction to a number and have both INC and NPI numbers displayed, you must enter both numbers as you want them printed. If you leave one empty, the program assumes you are eliminating that previous entry. If you keyed the INC number and later need to add the NPI number, remember to fill in both fields so the system does not erase your first entry.

Section 13: Utilities

The **Utilities** menu provides program functions that are used on an infrequent basis. These options are

- Cost Report **T**emplates
- Choose Printer
- **R**e-Index Data Files
- Copy **D**ata To Diskette
- Copy Data **F**rom Diskette
- **P**rint Blank Cost Report Forms

Cost Report Templates

If you are completing cost reports for more than one facility, this option allows you to create cost reports with information that is similar to all cost reports. Then, when adding a new cost report, information from these templates can be copied into the new cost report.

If no cost report templates have been entered when you choose this option, the program will respond by displaying the first of three **General Information** screens, (Figure 43). If templates do exist, the program will display them in a list, (Figure 44), and allow you to edit, remove, add, or print them.

Data entry for cost report templates is identical to the data entry of facility cost reports. If you are using multiple templates, we suggest you identify the type of information in the template by the entry in the Facility Name.

Cost Report Utilities Quit

PART I - GENERAL INFORMATION

1. NAME AND ADDRESS:
 Name of Facility:
 Street or P.O. Box:
 City: State: NC Zip: -

Telephone: < > - County: Alamance

2. COST REPORTING PERIOD: From: / / To: / /

INC Number: 0000000001 Date Certified: / /

NPI Number: 0000000001

< Save > < Page Up > 1 of 3 < Page Dn > < Cancel >

Template

Figure 43. Template General Information Screen

Cost Report Utilities Quit

HIGHLIGHT A COST REPORT FROM THE LIST BELOW

Template	Name	Date
0000000001		06/08/2006

<< Edit >> < Remove > < Add > < Print > < Done >

Figure 44. Template Selection List

Choose Printer

When you first install the Cost Reporting program, you are asked to specify the printer you are using for the printing of the cost report and the communications port where your printer is attached on your computer. This option on the **Utilities Menu** allows you to change this information whenever necessary.

Printer/Port Selection

When this option is selected, the **Printer/Port Selection** screen will be displayed, (Figure 45). To select the printer, press the **Up** or **Down Arrow** key to highlight the name of your printer. Then, press the **Tab** key to move to the Port selection.

To select the Port, press the **Up** or **Down Arrow** key or the **Tab** key to highlight the port where your printer is attached, then press the **Space Bar** to select it. Press the **Tab** key to move to the **< Ok >** push-button. Press **Enter** to accept your changes and return to the menu. Also, a new option has been added for use with USB printers that have no parallel port connectors and are not supported with DOS printer drivers.

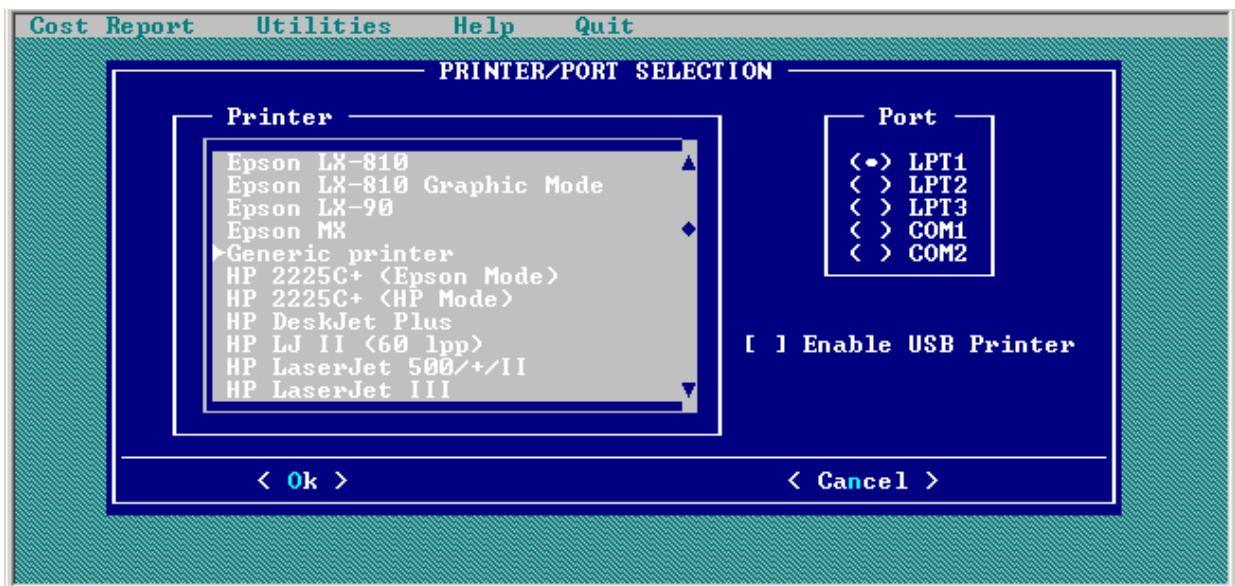


Figure 45. Printer/Port Selection Screen

If Your Printer Is Not Listed

If you cannot find your specific printer in the list of printers displayed, refer to your printer's manual to determine the printer or printers your printer can emulate. Choose that printer from this list. If no manual is available, you should try one of the following “industry standard” emulations:


(a) Epson LX-810 Graphic Mode or

(b) HP LaserJet III

If neither of these emulations work, you may contact a Division of Information Resource Management computing consultant at (919) 855-3200 for assistance. If you have recently purchased a new computer and printer, you may possibly have a USB connection to that printer. See the next paragraph for information on how to activate the USB functionality.

If Your Printer Has a USB Connection

If you cannot find your specific printer in the list of printers displayed and you have a brand new computer, you may have a USB printer connection to your printer that does not work with the older port and emulation options. If you know you have a USB printer connection and can not use the normal printer settings, you should activate the new “**Enable USB Printer**” option and see if that works. The option requires the use of a special start-up procedure to activate the new printing code. When you initiate this special start-up, the program turns on a “PrintFile Spooler” program and you will see

a small icon  on the status bar. The spooler captures the print jobs sent from the cost reporting software and routes it to the default printer set for your computer. Refer to the instructions below to activate this functionality:

To start the **Cost Reporting System** with the USB active:

1. Go to (C:\) drive where the software was installed and make it the active working directory.
2. Locate the **C:\ICFMR16** folder where the program is installed

3. Double click the file **COSTRPTW.BAT** to activate the USB program code. You should create a shortcut to this file for your desktop to make starting the program easier.

If you had previously set the printer emulation and port during the installation, you must go back and select the “**Enable USB Printer**” option to correctly activate the USB printing. To do this, go to the **Utilities** menu and select the “**Choose Printer**” option and then check the “**Enable USB Printer**” option (see Figure 45).

Be aware, the “PrintFile Spooler” program does not automatically shut down when you close the NC Medicaid software. This is normal to protect your printing should you accidentally shut the cost report program down. You may right click the spooler icon and choose “Exit” or shut down you PC.

If you have problems with this procedure or need assistance, please contact a Division of Information Resource Management computing consultant at (919) 855-3200.

Re-Index Data Files

If you are experiencing problems that seem to be related to the data files, choose this option. The system will display a screen showing a description of all data files used by the system. Select the data file(s) to be re-indexed by pressing the **Tab** key until the description of the file to be re-indexed is highlighted, then press the **Space Bar**. An **X** will appear inside the brackets to the left of the file description. Repeat this process until all of the files desired to be re-indexed have an **X** in the brackets. Then, choose the < **Ok** > push-button to begin the re-indexing.

Copy Data To Diskette

It may be advantageous to key specific schedules for a cost report on separate computers, and then copy all of the information for the schedules to one computer for printing, combining, and submitting to the Division of Medical Assistance. This procedure and the following procedure provide this functionality.

Installing the Program on Multiple Computers

The entry of schedules for the same cost report on separate computers will require the **Cost Reporting System** program to be installed on each computer. Refer to the installation instructions on page 5 of this manual.

Keying the Cost Report Information

Key the cost report information the same as if you were using one computer for all of the information, except that you may or may not be making entries for all of the schedules. The General Information must be keyed correctly for the provider on each computer.

IMPORTANT: Combined cost reports and cost reports included in a combined cost report cannot be copied from one computer to another. Only data entered for individual cost reports are allowed to be used with this function.

Copying the Data Files

Once data entry is complete, choose the **Copy Data To Diskette** option from the **Utilities Menu**. The program will ask that you select the cost reports to be copied from the list of available cost reports, (Figure 46).

Facility	Name	Type	Date
34-602N	C Cape Fear Group Homes, Inc	AF	09/25/2007
34-607U	HOLLIDAYS PLACE GROUP HOME	AF	11/07/2007
34-6304	Pitt County Group Home #1	AF	05/10/2007
34-6530	Pitt County Group Home #2	AF	06/04/2006
34-6541	Pitt County Group Home #3	AF	05/22/2007
3416530	Pitt County Start Up Facility	AF	06/04/2006
34-609B	Surry-Yadkin Residential Svc - Park Dr	AF	07/10/2007
34-608M	Surry-Yadkin Residential Svc. - Sydnor	AF	07/10/2007

Figure 46. Cost Report Selection for Copying to Diskette

Make your selection by moving the highlight bar to the desired cost report and press the **Space Bar** to place a check mark to the left of the Provider Number. After all cost reports to copy have been checked, choose the **< Ok >** push-button.

Next, it will ask you to insert the diskette into your floppy drive or choose the “**Default Directory**” folder as shown in Figure 47 below. This gives the user the capability to create a file on a computer with or without a floppy drive. Follow instructions given on the screen. Pay careful attention to the sub-folder name shown on the screen so you can quickly locate the file and copy or move it to another location or e-mail it if necessary. When ready, choose the < **Continue** > push-button to start the copy process.

Once the copy procedure is complete, remove the diskette for copying to the other computer or copy/move the file created in the sub-folder to a CD or send as an e-mail attachment directly from the sub-folder.



Figure 47. Copy Data to Diskette or Sub-Folder

DO NOT USE THIS DISKETTE FOR
SUBMITTING
YOUR COST REPORTS TO DMA.

Copy Data From Diskette

The **Copy Data From Diskette** option allows the user to upload cost report data created by a different computer (or the same computer) as long as the file was created using the NC Medicaid software.

When you select this option, the program will ask that you insert the diskette into the drive and choose the <Continue> push-button to copy the information. When you do, the program will copy the data, inserting information for schedules that did not exist already, and updating information for schedules that already existed. When the copy process is complete, remove the diskette from the drive.

If your computer does not have a floppy disk drive, you may upload data files by copying them into the “**Default Directory**” folder as shown in Figure 48 below. Pay careful attention to the sub-folder name shown on the upload screen so you can quickly download an e-mail attached file or copy/move the desired file to be uploaded.

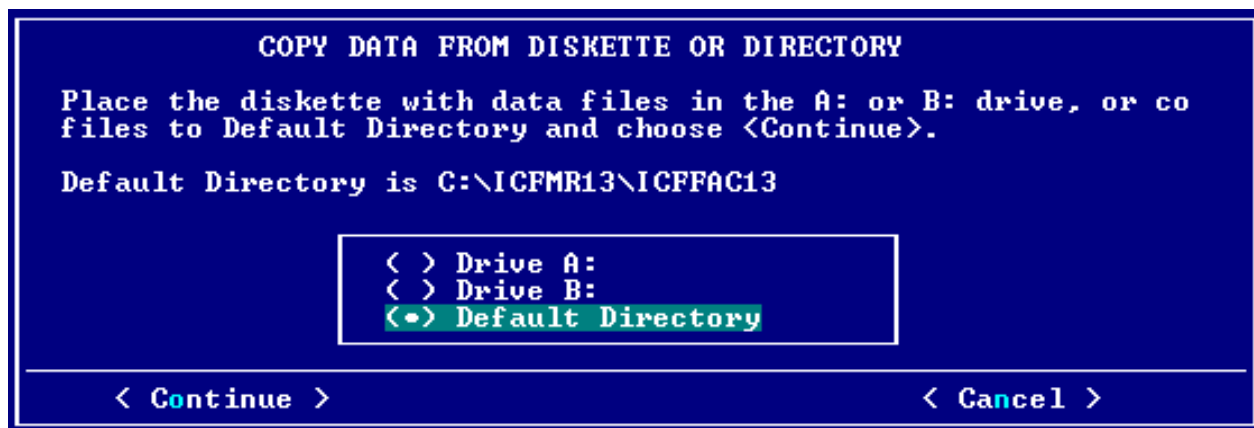


Figure 48. Copy Data from Diskette or Sub-Folder

This gives the user the capability to create a file on a computer with or without a floppy drive. Again, follow the instructions given on the screen and use the sub-folder to drop your files in and upload them.


Print Blank Cost Report Forms

Choose this option to print a blank copy of the cost report forms for use as data entry worksheets. You may choose the specific form(s) to be printed, or you can choose to print all of the forms available for the cost report.

Section 14: Quit

To exit the **Cost Reporting System**, choose this option. The program will end and return you to the operating system.

Always choose this option prior to turning your computer's power off.

Be aware, if you had activated the “**Enable USB Printer**” option and see the “**PrintFile Spooler**” program icon  on your status bar, do not be alarmed as it will automatically shut down when your Windows program terminates. It will be activated the next time you start your N.C. Medicaid software if you click the “COSTRPTW.BAT” start-up batch file or have a short-cut set to activate this file.

Appendix A: Cost Report Checklist

- All dates must be inputted in MMDDYYYY format.
- Be sure the census days on the Monthly Census Summary are inputted on the correct line for the corresponding month.
- The Total Days on the Monthly Census Summary, Line 13, Columns 1 & 2, must equal the Total Inpatient Days on the Facility Statistics, Line 6.
- Amounts inputted must be rounded to the nearest dollar, (**no cents**). The only exception is Schedule E.
- Schedule A, Line 452, Column 3 must equal Schedule G, Line 37.
- Schedule A, Line 452, Column 6 must equal Schedule A-2, Total Line, Column 2.
- Schedule A, Column 7, Lines 294, 298, and 299 must be zero.
- Each line on Schedule A-2 with an amount in Column 2 ***must have*** an **A** or **B** in Column 1 and a line number in Column 4.
- Schedule A-6, Lines 1 - 6, Column 6 must equal Schedule F, Column 1, Lines 18, 19, 21, 23, 25 and 27.
- Schedule F, Line 61, Column 3 must equal Schedule G, Line 41.